



TRAFFIC ENGINEERING TECHNICIAN/SENIOR TRAFFIC ENGINEERING TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of difficult technical field and office traffic engineering work; and to provide technical support to the staff of the Traffic Engineering section.

Supervision Received and Exercised:

Receives direction from the Traffic Engineering Supervisor or from other supervisory or management staff.

DISTINGUISHING CHARACTERISTICS:

Traffic Engineering Technician -- This is the entry-level/training class in the series. This class is distinguished from the Senior Traffic Engineering Technician by the performance of routine duties under close supervision.

Senior Traffic Engineering Technician -- This is the full journey level class within the series. Employees in this class are distinguished from the Traffic Engineering Technician by the performance of the full range of duties requiring infrequent instruction or assistance as new or unusual situations arise; incumbents are fully aware of the operating procedures and policies of the City and work units.

Positions in these classes are flexibly staffed. Advancement to the Senior Traffic Engineering Technician level requires that the employee be satisfactorily performing the full range of duties at the journey level, and that the employee meets the minimum requirements.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Respond to requests for information and assistance related to traffic, parking and safety; conduct field traffic studies; compile data and prepare appropriate recommendations and

CITY OF TEMPE

Traffic & Sr. Traffic Engineering Technician (continued)

reports; provide information to other departments, divisions, outside agencies and citizens.

- Participate in field traffic studies; participate in manual traffic counts, turning movement and delay studies; set out traffic counters for intersection approach volume, crosswalk evaluation and yearly City-wide traffic volumes; compile data and prepare appropriate recommendations and reports.
- Review plans, grading and drainage plans, and specifications and subdivision plans for compliance with Federal, State and City laws, rules and regulations regarding geometrics, driveways, traffic control, street light, traffic signals and other related traffic needs.
- Review and approve permits for construction and work performed in public right-of way and for parades and other special events on City streets and sidewalks.
- Prepare traffic control plans and specifications for City capital improvement programs and City events; coordinate strategies and plans; notify local authorities and news media of street closures and other traffic restrictions.
- Assist in the design of various plans including roadway marking and signing plans, railroad signal and crossing plans, football traffic control plans, roadway geometric plans, and other plans for special City events.
- Assist in the design of signing and marking plans for parking facilities, parking lot lighting, modified signal poles and foundations, and sidewalk and bike path improvements.
- Accept applications; prepare and research petitions; write authorizations for events and projects, including block party street closures and street light installations.
- Utilize automated spreadsheet programs and enter related traffic data; produce statistical reports related to traffic counts, signals and other traffic engineering applications; draft plans and diagrams on the computer.
- Receive and research complaints regarding sight distance problems; abate sight distance problems through public contact or coordinating the City staff for trimming or removal.
- Prepare work orders for signing, striping and signal crews.
- Update and revise procedures and manuals as needed.
- Perform related duties as assigned.

Effective Date November 1988

Reviewed July 1991

Revised July 2004 (combined to a flex class; adjust duties)

CITY OF TEMPE

Traffic & Sr. Traffic Engineering Technician (continued)

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Traffic Engineering Technician

Experience:

One year of increasingly responsible technical experience in planning, civil engineering, traffic engineering, computer design, or a related field.

Training:

Equivalent to the completion of the twelfth grade, supplemented by courses in mathematics, drafting, civil engineering, traffic engineering, or a related field.

Senior Traffic Engineering Technician

Experience:

Two years of increasingly responsible technical experience in traffic engineering.

Training:

Equivalent to an Associate of Arts degree with major course work in planning, civil engineering, traffic engineering, computer design, or a related field.

Licenses/Certifications:

For both levels, may require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6561/6562

Salary Range: 27/31

FLSA: Non-Exempt

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